
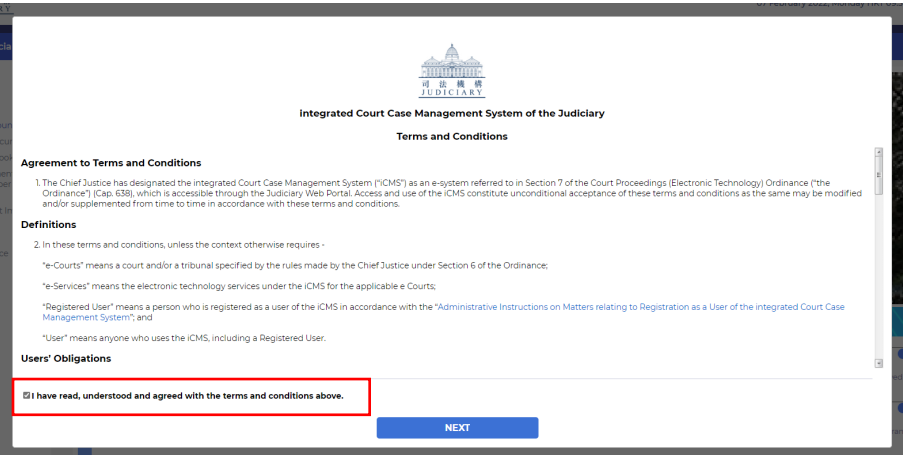
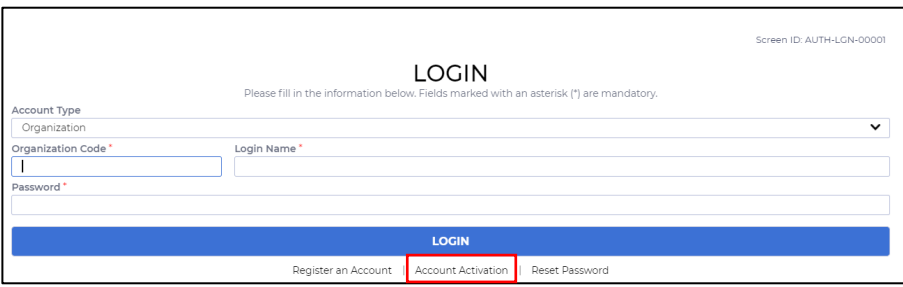


## Step-by-step guide - “Activate an IU Account”

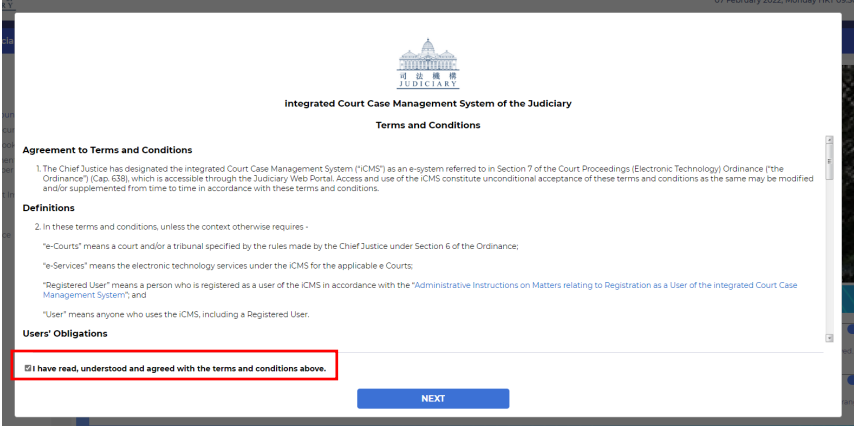
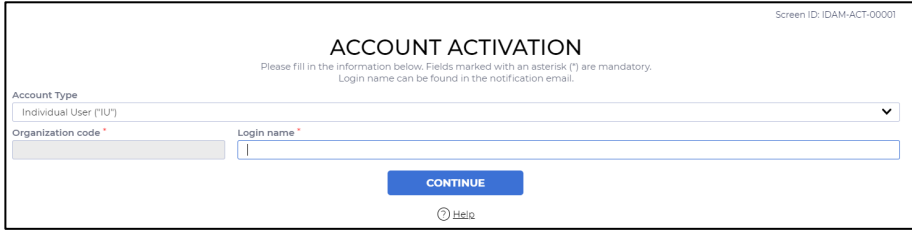
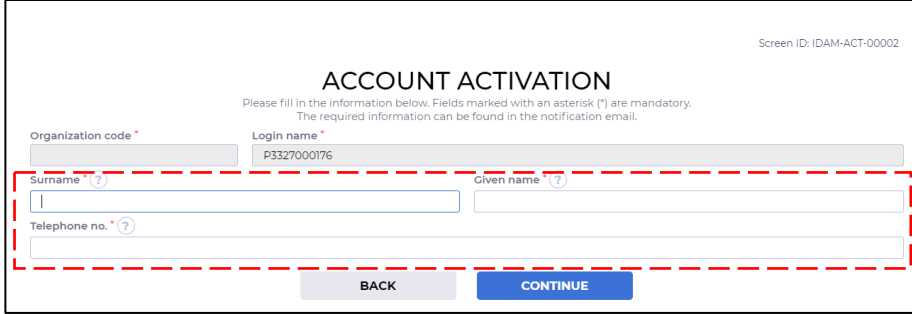
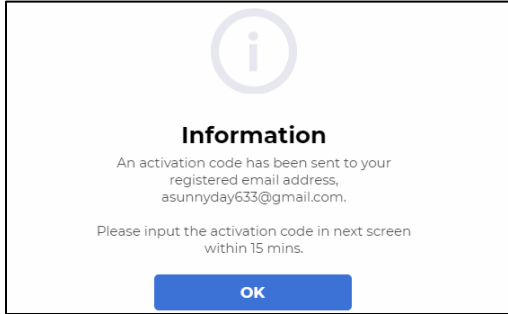
### Activate an IU Account

This step-by-step guide outlines the general process required to activate an IU account **after a notification email for account activation is received**. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

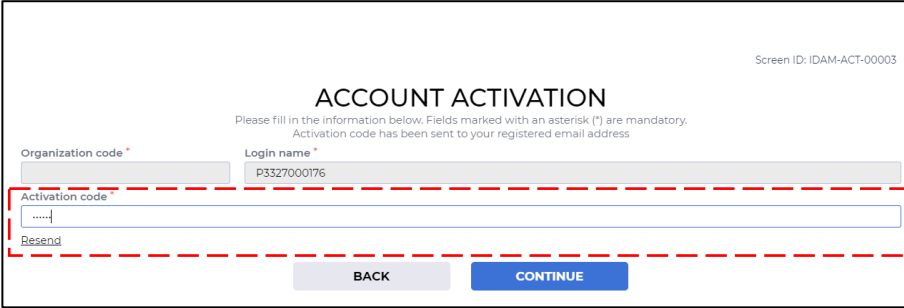
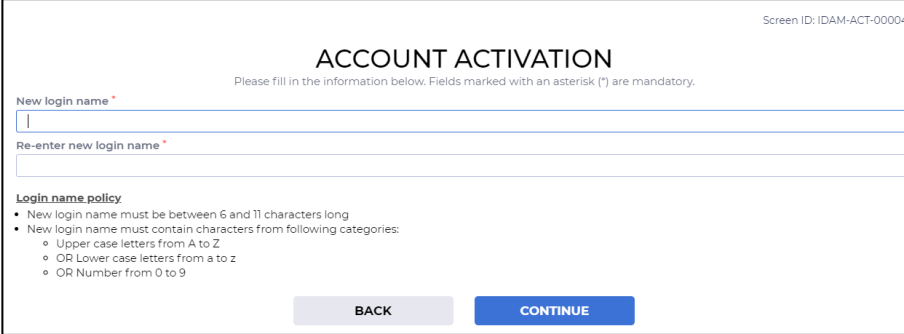
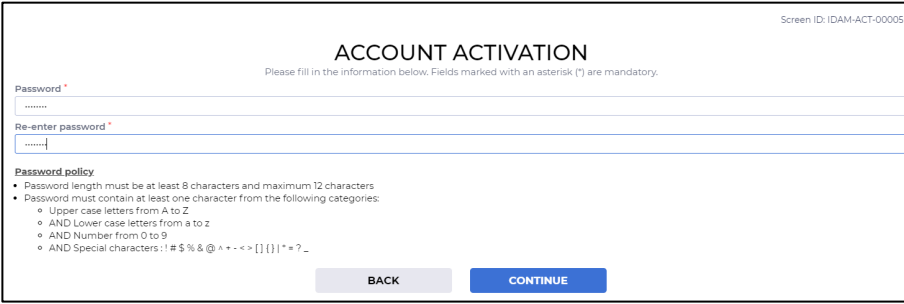
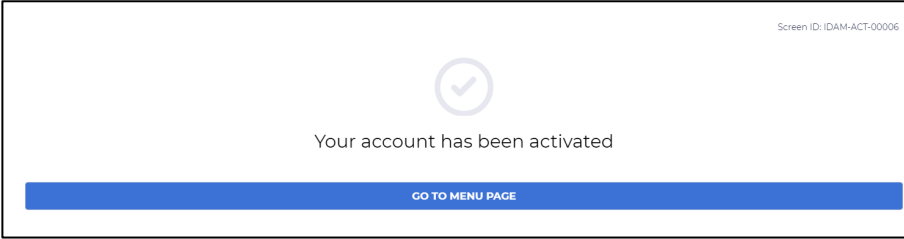
Item	Process	Related screenshots for reference
1.	<p><b><u>Go to Judiciary Web Portal<sup>1</sup></u></b></p> <p>Click “Login” &gt;</p> <p>Having read and understood the <b>Terms and Conditions</b>, tick the checkbox of <b>“I have read, understood and agreed with the terms and conditions above.” &gt;</b></p> <p>Click “NEXT” &gt;</p>	<p><b>Go to Judiciary Web Portal</b></p>  <p>The “integrated Court Case Management System of the Judiciary Terms and Conditions” (Terms and Conditions) screen is displayed</p> 
2.	<p><b><u>Go to Account Activation Page</u></b></p> <p>To begin, click “Account Activation” &gt;</p> <p><i>[Note: No need to enter any details at this step.]</i></p>	<p>The “LOGIN” screen is displayed</p> 

<sup>1</sup> A pop-up message “The present combination of your operating system and browser has not been fully tested on Judiciary Web Portal” screen may display. It is recommended to re-configure your computer to the specified technical requirement.

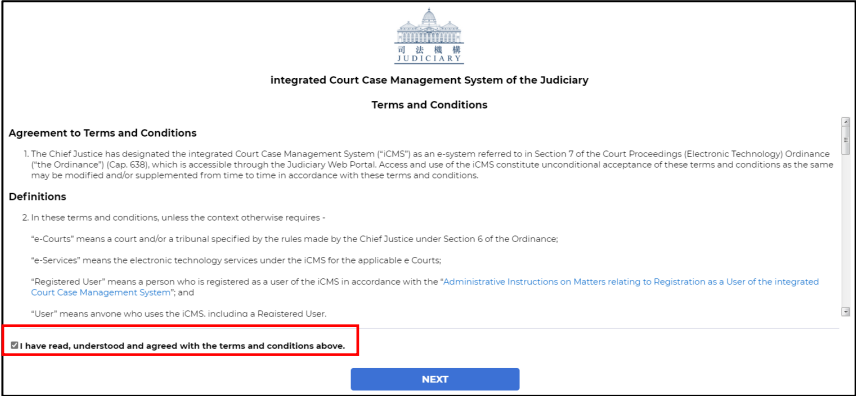
## Step-by-step guide - “Activate an IU Account”

Item	Process	Related screenshots for reference
3.	<p><b><u>Acknowledge the Terms and Conditions</u></b></p> <p>Having read and understood the <b>Terms and Conditions</b>, tick the checkbox of <b>“I have read, understood and agreed with the terms and conditions above.”</b> &gt;</p> <p>Click <b>“NEXT”</b> &gt;</p>	<p>The Terms and Conditions screen is displayed</p> 
4.	<p><b><u>Input Login Name</u></b></p> <p>Select Account Type <b>“Individual User”</b> &gt;</p> <p>Input <b>Login name</b> as specified in the Notification sent to the registered email account &gt;</p> <p>Click <b>“CONTINUE”</b> &gt;</p>	<p>The <b>“Account Activation”</b> screen is displayed</p> 
5.	<p><b><u>Enter Details of Account Profile</u></b></p> <p>Enter <b>Surname, Given name</b> and <b>Telephone no.</b> inputted during account registration &gt;</p> <p>Click <b>“CONTINUE”</b> &gt;</p>	
6.	<p><b><u>Obtain Activation Code</u></b></p> <p>A pop-up message will appear informing that an email containing the activation code has been sent to the user’s registered email address</p> <p>Click <b>“OK”</b> &gt;</p>	<p>A pop-up message screen is displayed</p> 

Step-by-step guide - “Activate an IU Account”

Item	Process	Related screenshots for reference
7.	<p><b><u>Enter “Activation code”</u></b></p> <p>Enter the code in the textbox for <b>Activation code</b> &gt;</p> <p>Click “CONTINUE” &gt;</p> <p><i>[Note: If user does not receive the email, click “Resend” to obtain another code]</i></p>	<p>The “Account Activation” screen is displayed</p> 
8.	<p><b><u>Input New Login Name</u></b></p> <p>Input a <b>New login name</b> &gt;</p> <p><b>Re-enter the new login name</b> for confirmation &gt;</p> <p>Click “CONTINUE” &gt;</p>	<p>The “New Login Name” screen is displayed</p> 
<b>NOTE</b>	<p><i>The Login name cannot be changed after completion of the account activation process.</i></p>	
9.	<p><b><u>Set Password</u></b></p> <p>Create a <b>password</b> &gt;</p> <p><b>Re-enter the password</b> for confirmation &gt;</p> <p>Click “CONTINUE” &gt;</p>	<p>The “Set Password” screen is displayed</p> 
10.	<p><b><u>Re-direct to the landing page for registered users</u></b></p> <p>Click “GO TO MENU PAGE” and the user will be re-directed to the landing page</p>	<p>A pop-up message screen is displayed</p> 

Step-by-step guide - “Activate an IU Account”

Item	Process	Related screenshots for reference
11.	<p><b><u>Agreement to the Terms and Conditions</u></b></p> <p>Having read and understood the <b>Terms and Conditions</b>, tick the checkbox of</p> <p><b>“I have read, understood and agreed with the terms and conditions above.” &gt;</b></p> <p>Click “NEXT” &gt;</p>	<p>The Terms and Conditions screen is displayed</p> 
12.	<p><b><u>Start using the electronic services under iCMS</u></b></p>	<p>The landing page for registered user is displayed</p> 